

4 DATA UPLOAD INTO SDIS	Page 1 of 1
CODIS OPERATING POLICIES AND PROCEDURES MANUAL	Issue No.: 3
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<p><b>4 DATA UPLOAD INTO SDIS</b></p> <p>4.1 All forensic profiles in the regional laboratories suitable for upload to SDIS shall be uploaded promptly into SDIS. To ensure that the data in SDIS is as current as practically possible, data upload to SDIS will normally take place <u>once every week</u> for each laboratory.</p> <p>4.1.1 The upload of data will be performed by the Local System Administrator or the backup in the regional laboratory.</p> <p>4.1.2 The upload schedule for the regional laboratory may be extended at the discretion of the Local System Administrator if no new forensic specimens were entered during that one week interval.</p> <p>4.2 Under normal circumstances, the upload of data from the regional laboratories will be executed automatically by the software when the data is received at SDIS. Upon completion of the upload, an Upload Reconciliation Report will be generated automatically and returned to the originating laboratory.</p> <p>4.2.1 The System Administrator, or designee, from each regional laboratory will review the Upload Reconciliation Report to ensure that new specimens and any specimen changes contained in that particular upload were successfully incorporated into SDIS.</p> <p>4.2.2 If necessary, the System Administrator at the regional laboratory will resolve any discrepancy noted in the Upload Reconciliation Report in consultation with the State System Administrator.</p> <p style="text-align: right;">◆END</p>	